



Charter

for the

IRIS Advisory Committee

I. Name

The Committee will be called the IRIS Advisory Committee.

II. Authority

The establishment of the committee is referenced in the Wisconsin 1915 (c) Home and Community-Based Services Waiver WI.0484.R01 – Jan 01, 2011 – as authorized by the Centers for Medicare & Medicaid Services. According to Wisconsin Statute 227.13, an agency may appoint a committee of experts, interested persons or representatives of the public to advise it with respect to any contemplated rule making. The committee shall have advisory powers only.

III. Reporting Relationship

This committee is authorized by and will serve as a resource to the Department of Health Services (DHS), of the State of Wisconsin.

IV. Mission

Per the direction of the Secretary of the Department of Health Services, all state workers, committee members, and citizens of the State should be committed to the support of economic prosperity and quality of life, and to protect and promote the health and safety of the people of Wisconsin. A collaborative approach to this mission is essential. The IRIS Advisory Committee must strive to find solutions toward making forward progress, and developing continued improvements for IRIS as a self-directed long-term support options in Wisconsin.

V. Purposes

The Committee is created by DHS to advise on matters that directly concern the IRIS Program. The specific purposes of the Committee include advice on the following:

- A. Program operations and areas for improvement by providing timely input on program processes and procedures
- B. Community acceptance and understand of the IRIS Program from a community perspective;
- C. Approach to help participants to have the most efficient and effective plans to meet their Long-Term Care outcomes and overcome barriers;
- D. Participants' perspectives of the quality of services and supports received and advise on possible IRIS Program changes to improve quality
- E. Preservation and maximization of self-determination principles within the IRIS Program
- F. The sustainability and cost effectiveness of the program; and
- G. Relevant topics that may affect participants in the IRIS Program.

VI. Description of Duties/Functions

The IRIS Advisory Committee is expected to be a committee that provides input, guidance, and community feedback to DHS to enable them to administer the IRIS Program within the allowances of the waiver and to ensure that it is a cost-effective and sustainable Long Term Care program. To end the committee members may be asked to advise DHS on the following:

- A. Input on consumer-facing documents, materials, and tools,
- B. Feedback and suggestions that committee members have heard from participants and specific consumer groups, disability groups, and cultures;
- C. Input and recommendations on Program policies and operations with a focus on “best practices”;
- D. Input on the type of information and data used to monitor the operations and quality of the program;
- E. Recommended Program changes based on operational and quality information;
- F. Quality improvement in program operation to mitigate issues and remove barriers for participants;
- G. Training and education topics that will improve quality, mitigate issues and remove barriers for participants related to Long-Term Care outcomes;
- H. Regulations or other advocacy group information that may affect participants in the IRIS Program;
- I. Outreach and education to the community and to participants about the concepts of self-direction and self-determination within the IRIS program;
- J. Cost-effective resources for services and supports provided in the IRIS program; and
- K. Policies related to budget adjustments and requests for one-time expenses such as home modifications.

VII. Relationship of Committee to the IRIS Section

It is the role and sole prerogative of the Department of Health Services to enact IRIS policy and administer the IRIS Program. The IRIS Advisory Committee's review, input and recommendations will advise DHS as it carries out these responsibilities.

VIII. Duration

The IRIS Advisory committee is convened at the discretion of the Department of Health Services.

IX. Membership

Membership on the committee will be made up of individuals who have relevant knowledge, experience, expertise, and community relationships that will allow the members to present ideas, suggestions, opinions, facts, or topics to the committee that are relevant and productive for the betterment of the IRIS program. Members are appointed by the Secretary of the Department of Health Services.

A. Application: The IRIS Advisory Committee shall consist of fifteen (15) members appointed by the Secretary of the Department of Health Services. Reference Appendix B for application process.

B. Attendance: Members who are absent without reasonable cause (weather, illness, etc.) and advanced notice from three meetings during a rolling twelve (12) month period will be dismissed from membership to the IAC. Advanced notice must be sent to the DHS appointed meeting minute's staff person.

C. Composition: Committee members will include a cross-section of IRIS participants and/or representatives, health care advocacy organizations, disability group advocates, and Aging and Disability Resource Center representatives. Moreover, membership will ensure that people with developmental disabilities, physical disabilities and frail elderly will be represented on the committee.

State staff, including staff from the IRIS Section and other bureaus within the Division of Long-Term Care will be in attendance at meetings. Department and contract staff are not voting members of the IRIS Advisory Committee.

D. Term: A term of membership shall last for three years. Terms shall be renewable at the discretion of the Secretary. Terms will begin on July 1st.

E. Dismissal: Those members dismissed from the IAC will be notified by the department and include the reason for dismissal.

F. Roster: The Department will maintain the roster of IAC members and the attendance of the members. The roster will also include a list of those potential members that have applied to membership for the IAC. This information will be

updated and distributed with the agenda for all IAC in-person meetings.

- G. Travel Arrangements: Members are responsible for arranging for all travel to and from meetings. Expenses, as permitted by state travel guidelines may be reimbursed to IRIS Advisory Committee members.
- H. Contract Agencies: The agencies contracted by DHS for purposes of administering the IRIS program shall appoint a single IRIS Advisory Committee Liaison to attend the IRIS Advisory Committee Meetings.

X. Organizational Structure

The committee will have a chair or co-chairs appointed by the Secretary.

XI. Ad-Hoc Workgroups

Ad hoc workgroups may be formed to address specific topics being reviewed by the IRIS Advisory Committee. DHS will provide input on the agenda and/or topics covered by the workgroups. The workgroups will report to the Advisory Committee on projects, input, and any other business of the workgroup. Materials for the Advisory Committee will also be provided in writing at least ten days prior to the IRIS Advisory Committee meetings whenever possible. Costs incurred while working on a workgroup will not be reimbursed by DHS.

Procedural Guidelines

- A. Meetings: The IRIS Advisory Committee will meet six times per year. The Chair or Co-chair will provide written notices of upcoming meetings and the agenda at least ten calendar days before a meeting. The Chair and DHS staff will ensure that the meetings are conducted according to the Meeting Rules (Appendix A).
- B. Meeting notes: Minutes of each meeting will be taken by DHS staff and will be shared with the committee fifteen business days prior to the next scheduled meeting. Minutes are considered final once reviewed and approved by the Advisory Committee.
- C. Agendas: The chair or co-chairs of the IAC will develop the IAC agenda in collaboration with the IRIS Section. The agenda will be distributed with the meeting minutes and any relevant information needed.
- D. Suggestions, Recommendations and Reports: Committee recommendations or reports to the Department can be verbal or in writing.

XII. Public Comment

Per the Wisconsin Open Meetings Law, the public may attend the IRIS Advisory Committee meetings. Meeting notices will be posted on a Public Notices board in the 1st floor lobby of 1 West Wilson, Madison, WI, at the State Capital, and also in the media to inform the public of the meetings no later than 24 hours prior to the meeting. Public will be welcome to listen in on the meeting and will be allowed at least one opportunity to comment during the meeting. The time of public comment will be included in the Agenda. Individuals who are interested in speaking will have up to five minutes to share their ideas at this forum. Those who would like to share their ideas and do not wish to speak are encouraged to submit their written feedback at the meeting or submit it prior to the meeting for the IRIS Advisory Committee at DHSIRIS@Wisconsin.gov.

XIII. DHS Support

DHS will provide the following support to the IRIS Advisory Committee:

- An accessible meeting location with adequate room for all attendees;
- A toll-free telephone conference line for members to call in;
- Lunch, if the meeting is scheduled for at least 5 hours;
- Reimbursement consistent with the State allowable costs for travel expenses for Committee members;
- Minute Draft meeting notes.

Appendix A – Meeting Guidelines

The primary goal of the IRIS Advisory Committee is to have effective and productive meetings regarding Program operations, Policies and Procedures in order to advise the Department. Every member has the right to contribute to this discussion. This will ensure that a broad perspective is provided so that the IRIS Advisory Committee recommends actions to DHS that are reflective of the full membership. This is beneficial to the mission of DHS and the purpose of the IRIS Advisory Committee.

These meeting guidelines and rules have been established to ensure productive meetings. Members and staff are expected to follow these rules. The Chair will directly address members who are not following the rules. Egregious or continued abuse of the rules could result in dismissal from the committee meeting or committee membership. It is recognized that being a member of the IRIS Advisory Committee is a time commitment and these rules should ensure the very best use of committee members' time.

1. **Quorum:** A quorum for the IRIS Advisory Committee consists of half of the membership plus one (currently 8 members based on 15 total committee membership).
2. **Motion or Action:** A motion or action taken by the committee can only be made by an IRIS committee member. A motion must include clearly stated information on what is being voted on, captured in the meeting minutes and include a second by a committee member. A motion or action by the committee can only take place if a quorum exists in that meeting.
3. **Pass/Fail Vote:** A vote by the committee on a motion will pass or fail based on majority present at that meeting.
4. **Establish a firm schedule.** Be seated and ready for the start of the meeting at least 5 minutes prior to the scheduled start time.
5. **Commit to the meeting.** No multi-tasking, limit (phone, tablet, laptop) usage unless the device is necessary for purpose/agenda of the meeting or is an essential communication aid for the member.
6. **Be prepared.** Review meeting minutes and other material prior to the meeting. Materials distributed to members must be relevant to the agenda and these will be distributed by either the IAC Chair or designee. Members are welcome to share general information on non-agenda items.
7. **Focus on presenting positive ideas, suggestions and comments.** Come to the table with proposed solutions to identified concerns. Keep your perspective to the larger population of the people impacted, not to your individual agendas or needs. Have an approach to contribute to the conversation without using "but".
8. **Strive to meet the stated purpose and expected outcomes of the meeting per the Agenda.** Determine what the purpose of the meeting is and why you are gathering as a committee. Document in the agenda the outcomes or decisions needed at the end of the meeting. If discussion gets difficult, refer back to the Agenda.
9. **Respect the agenda.** The agenda should detail which items are listed for discussion, and which items involve decisions. Plan how much time is targeted for

each item to make sure the meeting is finished in a respectable time frame. Carry over remaining open items and/or new topics to the “Parking Lot” for a future meeting Agenda.

10. **Listen actively to others.** Listen to understand what is being said. Focus on the speaker.
11. **No one-on-one side meetings or conversations.** This is really distracting. Essential discussion is meant for everyone. Save these conversations for off-line discussion during breaks or after the meeting is adjourned.
12. **Manage your own input – no long speeches.** Be clear in thought when you have opportunity to give your opinion. Be concise and to the point.
13. **Do not interrupt other participants.** Be respectful to others, as you would expect the same for yourself. Raise your hand or get the attention of the Facilitator or Chair if you would like to contribute to the conversation.
14. **Be willing to reach consensus.** Keep an open mind that there probably is an acceptable decision that everyone can support, even if some degree of compromise is required.
15. **Clarify action items.** Agree to action items, if any, at the conclusion of the meeting. Start each action with a verb (review, provide, report). Specify the deliverable. What exactly do you expect the person completing the action to do. It must be an observable behavior with a specific end-point. It may be a phone call, written report, or presentation, but it should not be a process. Assign a single owner to each action. Agree on a due date for the action item.
16. **Consensus:** Once consensus has been reached or decision made, support group decisions and actions.
17. **Draft Items.** The meeting notes will reflect which items discussed are draft items and which are decision or finalized items.

Appendix B

The following outlines the application process for membership if the IRIS Advisory Committee (IAC).

1. **Application:** Notice of a request for application to be appointed a committee member will be posted on the DHS IRIS website at <http://www.dhs.wisconsin.gov/iris/>.
 - a) All applicants seeking membership to the IAC must submit the completed application to the address on the application form. The Department will forward the application to the current IAC Chairperson(s).
 - b) The Chairperson(s) will review the application for completeness and accuracy.
 - c) If the application is complete and accurate, the Chairperson(s) will present the applicant to the IAC at the next scheduled meeting.
 - d) The Chairperson(s) must include applicant discussions as an agenda item on the IAC agenda and include the application with the agenda communication.
2. **IAC Review:** The IAC will review the application against the membership criteria and make a take action via a vote to nominate the applicant for membership, deny the applicant for membership or pend the applicant for membership. A vote for action consists of a majority present at the meeting.
 - a) **Nomination:** If the IAC nominates the applicant for membership to the IAC the chairperson(s) will submit the nomination to the IRIS Section Chief for Department approval.
 - (1) The IRIS Section Chief will review the nomination with Department management and report the status (approval or denial) of the applicant at the following IAC meeting.
 - (2) The Chairperson(s) will notify the applicant in writing of the final decision.

- b) Denied Nomination: If the IAC denies the applicant a nomination for membership to the IAC, the chairperson(s) will notify the applicant in writing of the denial, and the reason the application was denied.
- c) Pended Nomination: If the IAC pends the applicant's nomination the IAC chairpersons will notify the applicant in writing of the pended application and the reason the application was pended.
 - (1) Pended applications will be held by the Department for a period of one (1) year from the date the nomination was pended. If the pended nomination was based on membership or target group capacity, upon membership availability the Department will notify the Chairperson(s) of the availability and the application will be reviewed at the next IAC meeting.